

RESOURCE MANAGEMENT STAFF

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15 October 1979

DUTY OFFICER AND DUTY SECRETARY SCHEDULE

1. Regularly scheduled weekend duty for officers and secretaries has been in effect since 1977. A quarterly duty roster should be prepared and disseminated one month prior to the expiration of the current roster.

2. The Duty Officer will be on call the entire weekend from close of business Friday evening until opening of business on Monday morning or, in the event of a holiday, from close of business the day before until opening of business the next morning. The Duty Officer should pick up the Duty Officer notebook and bellboy with charger from the Security Officer prior to assuming the duty in order to become familiar with the contents of the book.

3. The Duty Secretary will be on call on Saturday. The Duty Secretary should contact the D/DCI/RM's secretary on Friday afternoon to determine whether secretarial assistance will be required on Saturday. If secretarial assistance is required on Sunday, the Duty Secretary has the option of working that day; otherwise, the secretaries to the D/DCI/RM and the AD/DCI/RM, who are on call every Sunday, can be available. When a holiday falls during the work week, Monday to Friday, the Duty Secretary scheduled for that day should check to see if secretarial assistance will be called for.

4. The Personnel Office will prepare the roster on a quarterly basis as previously noted. All GS-14's and above (or equivalent grade (etc) or rank) will serve as Duty Officers. All secretaries, GS-6 and above, will be required to serve as Duty Secretaries. Office and division heads may wish to have their office secretary serve as Duty Secretary on the same weekend that they serve as Duty Officer. Such changes are possible providing a "swap" of weekend duty is personally arranged and the Administrative Staff is notified of the change.

5. The Receptionist will prepare a memorandum each week reminding the appropriate personnel that they have the duty for the coming weekend. Please note that the Duty Officer and Duty Secretary are responsible for finding others to replace them should they have to be out of town on TDY or personal business when they are scheduled in the rotation.

Chief, Administrative Staff

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